

**MEMORANDUM**  
**Office of the County Administrator**

TO: Board of County Commissioners

FROM: Thomas J. Willi  
County Administrator

DATE: August 1, 2006

SUBJECT: County Divisions' Monthly Activity Report for July, 2006

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MONTHLY ACTIVITY REPORT – JULY, 2006

KEY WEST AIRPORT

- The bond proceeds (\$30.4 million) for the new terminal development project have arrived. Permits for phase one have been issued and construction work will begin in the very near future.
- The Annual FAA grants for Monroe County Airports were received and approved by the BOCC. The FAA was extremely generous with us establishing a new record for a single year's appropriation of nearly \$9.9 million. These five grants will help fund hurricane repairs, new equipment, construction of aircraft parking aprons, noise proofing of homes, as well as help with the cost of the new terminal project.
- Coincidentally, both the Grants and the Bond proceeds arrived during the same week, with total funding for capital projects of nearly \$40.3 million. A one week record total for capital improvements that will stand for decades.
- The website was updated with new contact information and pre-boarding passenger information.

HOUSING & COMMUNITY DEVELOPMENT AND  
MARATHON AIRPORT

- Intergovernmental coordination with the City of Marathon is on going to identify an appropriate site and establish a temporary fire facility to serve the airport and the surrounding community.
- The Florida Keys Marathon Airport's Emergency Plan of the Airport Certification Manual has been distributed to appropriate individuals and agencies, and a tabletop exercise has been scheduled for August 30, 2006.
- Repairs to the commercial passenger terminal at the Florida Keys Marathon Airport are continuing and at the present time are reported to be on schedule for the resumption of commercial air service in the Fall of 2006. Delta Airlines has scheduled a follow-up site visit to the airport for August 18, 2006.
- Proposed revisions to several property leases at the Florida Keys Marathon

Airport continue to be pursued, including: an alternate site with FedEx for its ground operations; a site for an aeronautical museum for EAA; addressing the provision of insurance coverage and maintenance of hangers by lessees in exchange for term extensions.

- Employee/workforce affordable housing initiatives are in various stages including: development of an affordable housing mitigation fee; coordination with the Carlisle Group for development of four county-owned properties; appraisals for Roy's Trailer Park, Stock Island, have been ordered and appraisals for North Star Resorts, Key Largo, are pending; the agreements for sale and purchase and 99-year leases with Islander Village & Park Village, both on Stock Island, have been, prepared, presented to and approved by the BOCC; the DCA approved 380 Agreement for Overseas Trailer Park, Stock Island, has been finalized, presented to and approved by the BOCC; a spreadsheet for tracking the progress of proposed employee housing projects has been developed and will soon be circulated for review, comment and revisions as necessary; and Workforce Housing Task Force actions and recommendations are being processed.
- The staff of Florida Keys Marathon Airport and the Housing and Community Development Division continues their commitment to the Sterling Process and the director is an active participant in the Measurement Focus Group.
- Housing and Community Development Division web-page development and updating of information for the Florida Keys Marathon Airport are on-going. A section on frequently asked questions will be added soon.

## EMPLOYEE SERVICES

Website Updates (other than normal position vacancy updates, etc.):

*Human Resources:*

*4 job description revisions*

*Benefits:*

*KPHA Provider Directory Updates*

*Group & Workers Compensation web pages combined*

### **Turnover Numbers To Date:**

**July turnover: .90%**

**Total to date: 9%**

Resignations: 5	Terminations: none	Retired: none	Deceased: none
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### **Activities:**

- Workers Compensation TPA and Excess bids received. Recommendation to BOCC scheduled for September.
- Scheduling Health Fairs. Tentative for September and October. Will include adult dependent participation.
- Quarterly KPHA meeting held. Health Plan is holding as projected.
- Held staff meeting and came to consensus on the Division's Mission Statement.

- Risk Manager participated in Sterling Employee Satisfaction meeting. Members reviewed and refined survey questions and categories.
- HR Administrator participated in Sterling Communications meeting.
- Safety Administrator participated in Sterling Rewards and Recognition meeting.
- Personnel Policies and Procedures Meeting held. Recommendations to BOCC scheduled for September.
- Division Director participated in Sterling Meeting – Strategic Planning.
- Mission, Vision and Values deployed for the first time at New Employee Orientation. Will continue to do so at future sessions.
- Conducted interviews for HR Specialist. Hired employee to begin work.
- Safety Manager placed in charge of 'Art in Public Places' for the Marathon Government Annex.
- Accepted nominations for EGC Board.
- Scheduled Work-zone safety class for road workers at Gato. Scheduled three CPR and first aid classes for Social Services.
- Safety Manager currently inspecting two county buildings due to expressed concerns of respiratory problems. Coordinating with Public Works.
- Held monthly Supervisor meeting.
- Settled one WC agreement for BOCC approval.
- Division Director provided presentation at CPM meeting.
- Directed all staff to have employee satisfaction brochures available on desks and link on bottom of emails.

### COMMUNITY SERVICES

- Held multiple meetings with Social Services Department Sr. Administrators, as a group, and individually.
- Attended entrance and exit meetings with Alliance for Aging monitor of Nutrition and In-Home Services on 7/5-6.
- Met with Extension Services Director on 7/10.
- Visited SUFA animal shelters in Marathon (7/11) and Big Pine (7/14).
- Met with Manager, Department of Transportation, City of Key West, on 7/12.
- Met with Director of Libraries on 7/13.
- Participated in Pandemic Influenza planning meeting conducted by Department of Health on 7/17.
- Attended the Library Advisory Board meeting at the Key Largo Library on 7/25.
- Met with Safety Coordinator re: staff training (7/26).
- Coordinated the 16<sup>th</sup> Anniversary Celebration of the ADA on 7/26.
- Attended the Florida Keys Council for People with Disabilities meeting at the Islamorada Library on 7/27.
- Updated websites for the Florida Keys Council for People with Disabilities and the Dade-Monroe Express/Lower Keys Shuttle Bus.

## Social Services Department:

### Nutrition

- Local performing artists presented eleven concerts at the four Nutrition Sites/Senior Centers and Bayshore Manor through the NACO award winning Senior Lunchtime Concert Series.
- All Nutrition Sites held July 4th parties with entertainment and special meal from G.A. Foods.
- Project Hope presented four hurricane awareness programs at the Key West site and one at the in Big Pine site.
- The American Red Cross presented a hurricane awareness program at the Key West meal site and senior center.
- The Program Dietician presented Nutrition Education at the Plantation Key Nutrition Site.
- Alliance on Aging monitored the program and found no deficiencies.

### In-Home Services

- Submitted June's OAA Report to the Alliance for Aging.
- Provided CCDA Training to all staff.
- Conducted CCDA follow-up monitoring.
- Closed out ADA/MW, ADI, CCE, HCE, CCDA and CCDA/MW contracts for fiscal year 7/05 – 6/06 with the Alliance for Aging, and Children & Families.
- Renewed ADA/MW, ADI, CCE, HCE, CCDA and CCDA/MW contracts for fiscal year 7/06 – 6/07 with the Alliance for Aging, and Children & Families.
- Alliance for Aging monitored the program and found no deficiencies.
- Conducted internal monitoring of program and client files in the Marathon area.
- Met with Home Medical Equipment (HME) representative.
- Scheduled CPR Training for Marathon personnel.

### Bayshore Manor (BSM)

- Volunteers from the Lutheran Outdoor Ministries of Florida visited weekly with the residents. They perform odd jobs and entertain the residents.
- Project Hope visited every Thursday this month to provide hurricane awareness for residents.
- The Key West Women's Club - Bayshore Manor Committee had their monthly social on 7/20. This visit they presented Bayshore Manor and the residents with a new Clavinova piano from MacArthur Music Store to replace the piano we lost in Hurricane Wilma. They also provided a July 4th pizza party.
- St. Mary's Outreach Ministry visited the residents each Wednesday.
- Anita and Bob San Juan visited and played mandolin music for the residents on 7/21.
- On 7/21 the staff was provided Heart Smart Nutritional training by Emily Haessler.
- On 7/27 the Bahama Village Arts and Crafts Summer Camp presented the residents with arts and crafts made by the children attending camp.

### Transportation

- Arlene Martinez and Bobbi Ingram are the newest members of our Customer Care staff.
- Of the two new proposed buses, the 5310 Grant bus has been approved and will be ordered after the configuration of the bus is determine. This purchase is on the August agenda for approval.
- The current Special Needs statistics are as follows: 350 regular Special Needs clients and 69 medicals for a total of 419.

### Welfare

- All positions are filled in our three offices (Key West, Middle and Upper Keys), and the program is now fully staffed. Training is ongoing with four new employees.
- The Mission, Vision, and Values Process is a priority and Acting CSD Director is meeting individually with our department employees for input and concerns about future goals.
- One member attended the CPM meeting on 7/27.
- New furniture was purchased for the lobby in the Key West and Marathon Office waiting rooms giving the rooms a new fresh look. In Key West the reception area was cleaned and touch up paint was done by maintenance, as well as, the carpets being steamed cleaned.
- A PC was hooked up at our reception desk to assist in record keeping of client appointments and reasons for visits. Training for the two receptionists will begin in August.
- A meeting was held on 7/7 to go over the hurricane process for clients and the role that we serve in disaster situations.
- A new County resolution detailing the general purpose of caring for the elderly, disabled and indigent people of Monroe County has been written and updated by the Sr. Administrator with assistance with legal sufficiency provided by the County Attorney and approved by the BOCC (Resolution No. 243-2006).
- Sr. Administrator held a staff meeting with supervisors and social workers in Key West on 7/27 to present the new criteria for income eligibility and Resolution No. 243-2006. The new guidelines and provisions will go into effect on 8/1/06.
- On 7/25, a telephone conference call was held with our Tech Support from Smart Quest Technologies to resolve difficulties that we were having with generating reports. It resulted in significant advancement in our reporting capabilities; tentative plans were made to set up future training for all staff in software changes to be held prior to the end of this fiscal year.
- The case load has increased this month in the areas of electric assistance due to increased cost of fuel, additional referrals for pauper cremations, and new Bayshore Manor applications and interviews.

### Extension Services

- UF/IFAS Monroe County Extension will partner with the Florida Keys Commercial Fishermen's Association to conduct the 2<sup>nd</sup> Annual Florida Keys Seafood Festival on 1/13/07.

- The Marine Agent participated in two Florida Keys Commercial Fishermen's Association (FKCFA) board meetings to assist with planning 1) a FEMA funded effort coordinated by the MC Marine Resource Department to remove derelict traps from the nearshore waters and 2) a review of applications for the FKCFA Executive Director position
- The 8<sup>th</sup> Annual Florida Keys Tropical Fruit Fiesta was held 7/15 in Key Largo Community Park. Over 1500 people attended from Dade and Monroe Counties.
- 4-H members of the Upper Keys SOS team will present a workshop at State 4-H Congress entitled "4-H & the American Red Cross International Humanitarian Law." The workshop will be taught by both youth and adults to approximately 28 4-H youth from across the state.
- The 4-H Agent and four 4-H youth attended a certification class taught by the American Red Cross entitled International Humanitarian Law. The class was taken in preparation for the 4-H workshop that will be delivered at State 4-H Congress.
- The Family and Community Development Agent began development of a volunteer training program for interfaith networks. This agent will utilize parts of this program to train volunteers for Wellness Interfaith Network, a faith-health initiative. The agent is leading the 'Healthy Living' committee and formulated two fact sheets and participated in development plans as part of Green Living and Energy Education's outreach process.
- The Family and Community Development Agent coordinated with emergency management to provide information regarding Hazard Mitigation Grant Program Funds and related workshop to over 15,000 listeners on a news radio program.
- The Family and Community Development Agent has been accepted to participate in the UF state focus team on Nonprofit Organizations, Leadership and Volunteer Development.

#### Libraries

- The Library online calendars, operating through VTH, are being updated regularly to promote the various Library and community events being held at our locations. The Florida Library Youth Program (FLYP) is being spotlighted, with a special link from the home page, as the branches continue to participate in the State-sponsored program, presenting once or twice-weekly special programs.
- The Library is continuing to solicit community input for our long-range plan. The survey page, recently added to the library website to accept comments from the public. ([http://www.monroecounty-fl.gov/pages/MonroeCoFL\\_Library/longrange](http://www.monroecounty-fl.gov/pages/MonroeCoFL_Library/longrange)) will be revised shortly, to keep public interest at its present high level and to elicit a broader range of input. In-house surveys, available at the circulation desks, will also show these revisions.
- Subscription database usage continues to grow, with June of this year showing a 25% increase over last year. This is greatly due to the new online resources we are providing our customers and publicity efforts from our website. The expanding use of database information by the public highlights the need to increase these services and broaden our collection in this format.
- The Library is looking at other digital means by which we can communicate with our customers to improve access. Instant messaging, blogging, social networking websites,

and RSS feeds are being utilized by public libraries across the country to reach out to their patrons using the technology that these users prefer..

- During the month of June, the Library page was the most popular click path from the County's main page.

### EMERGENCY SERVICES

- The three new flight medic positions have been filled via transfers of veteran Trauma Star flight medics.
- Staff hosted a tour of the new helicopter for Dr. Shatz and Dr. Benci.
- The Fire Academy classroom trailer, burn room connex, and storage connex restoration/replacement process is underway. All hurricane-damaged insulation was removed from trailer, the underneath was pressure cleaned and mildew/mold treated, and new insulation is being installed. The burn room connex replacement is also underway. We have started the disassembly of the old rusted connex (burn room), and accepted delivery of two replacement connex. Continued modifications and upgrades are being performed on the storage connex.
- The Fire Academy conducted 2 days of live fire instruction, 2 EVOC Classes, 1 First Responder Class, and hosted the State FFI written exam.
- The Battalion Chief of Training has relocated his office to the Fire Academy. In addition, he received his Burn Master Certification from Florida State Fire College.
- In coordination with Meteorologist, Jon Rizzo, Emergency Management participated in the presentation of "Skywarn Spotter Training" at the Key Largo Fire Department. In conjunction with NWSKW, warning participation is a criterion for Monroe County's "Storm Ready, 2006" designation.
- Coordinated and participated in meeting with Department of Health, American Red Cross, Pastor and church staff of Key Largo Baptist Church regarding their plans to redevelop their facility as a shelter / Refuge of Last Resort / Staging area / other use as designated emergency facility.
- Tested and assured operational readiness of telephones / hot ring down / computer within Emergency Management Room, KWNWS Office.
- Approved UASI contractor to ensure Monroe County NIMCAST compliance by revising our current plans.

### Website upgrades

- Upgrades were made to website home page.

### PUBLIC WORKS

- Completed remediation/renovation of the MCSO Administration Building (\$85,000 under FEMA estimate).
- Completed upgrade of the Monroe County Detention Center's Building Automation System by converting the Standalone Control Units to Modular Building Controllers (Big dollar item - \$59,000).

- Construction of storm water curbs at Higgs Beach Dog Park is in process.
- Trees planted at Astro City Park.
- Paved Snapper Lane and Lobster Lane in Key Largo with Public Works crew.
- Began culvert project for Harry Harris Park.
- New EOC generator has been installed.
- Replacement scales at Long Key Transfer Station have been installed.
- Received new ADA ramps for Supervisor of Elections and planned assembly with carpenter.

## ENGINEERING

- Big Pine Key Roads X – asphalt paving is complete, temporary striping down.
- Duck Key Recreational Pathway – grading is progressing, trees have been relocated, electrical work is commencing.
- Geiger Key Bridge repairs – project is underway, contractor scheduled to place concrete on south section of bridge week of 7/31.
- Freeman Justice Center – concrete shell is complete; Staff received proposal for brick and stone that was approximately 50% of Tower Group cost, contract will be written in August.
- Big Pine Key Park – demolition complete; expecting Army Corps permit for basin filling by mid August.
- North Key Largo Fire Station – project progressing well; interior framing completed and roof is on.
- Medical Examiners Office – Surveying for road and building location is complete; vegetation survey has been completed.

## TECHNICAL SERVICES

- Ran EOC Setup Drill – two people can set up EOC computers and printers in one hour.
- Established Wiki for Technical Services documentation at:  
<http://mc-srv-helpstar:8888/daisy/tsdocs/2.html>
- Produced Sterling Process DVD – Mr. Willi's presentation to be dubbed in Spanish.
- Purchased SAN Replacement for Key West data center – Harvey Building.
- Purchased new Email (Exchange) server and software.
- Developed Email Migration plan for new server.
- Network Remediation Project continues, securing Wireless Access Points.
- Purchased Wireless Network Management and Access Point for EOC.
- Consolidated Marathon servers to one rack – removed old surplus rack.
- Evaluated 3 different Video Conferencing Scenarios for BOCC.
- Established role-based work assignment plan.
- Completed 81 Work Requests.



## PROJECT MANAGER TO CO. ADMINISTRATOR

- Liaison activities with Langton Associates relative to grants/development:
  - Coordinated with Langton around Hurricane Wilma HMGP applications.
  - Worked with Engineering to select a project for the FDOT County Incentive Program due in the fall.
- South Florida Workforce Investment Board (SFWIB) involvement:
  - Reviewed draft bylaws.
  - Met with Director of One-Stop Career Centers on 7/5.
- Attended Local Mitigation Strategy Working Group meeting on 7/10 that focused on Hurricane Wilma HMGP funding.
- Attended meeting with County Administrator and KWHHA regarding DCA's Disaster Recovery Initiative on 7/12.
- Represented Monroe County with Southernmost Homeless Assistance League (SHAL) at the following meeting: SHAL board of directors meeting on 7/5.